



## **HEALTHY YOUTH SURVEY 2006 SMALL SCHOOL CONSORTIUM REGISTRATION GUIDELINES**

### **Role of ESD Tobacco Coordinators**

The ESD Tobacco Coordinators (ESD) are managers of the consortium registration process. The Washington State Department of Health's Tobacco Prevention and Control Program (TPC) Assessment and Evaluation unit is responsible for approving consortia:

- The ESD will confirm that all of the schools are registered for the survey by reviewing the RMC website . If a school is not registered, the ESD will send them a registration form and will proceed once their registration is posted on the web.
- The ESD will talk with the group of schools and determine the name of the consortium and designate a primary contact. The primary contact will fill out the Consortium Registration Form including the names of the schools, the OSPI code, the report title, and the primary contact name and phone number.
- The ESD will fax a copy of the Consortium Registration Form to TPC (360) 236-2332. TPC will review the registration form to determine if schools are similar. TPC will review the consortium schools according to the Rules for Consortium (below) and will work with the ESD to determine the appropriateness of each consortium. If the consortium is not approved by TPC, the ESD will contact the schools to let them know why they did not qualify and work with them to explore other consortium options.
- If the consortium is approved, the ESD will fax the Consortium Registration Form to one school principal. The principal will sign the form and fax it back to the ESD. The ESD will continue to fax the Consortium Registration Form to each school principal, until all of the signatures are on the Form.
- The ESD will fax the completed Consortium Registration Form to RMC Research at (503) 223-8399

### **Rules for Consortium**

1. Enrollment – all schools in the consortium need to have less than 20 students in at least one grade
2. Consortium schools will be compared on the following measures:
  - Similar school type (all schools need to be the same type: elementary, middle, high school, K-12, alternative, etc.)
  - Similar rates of participation in free and reduced lunch program
  - Similar WASL 2002-2003 scores
  - Similar ITBS 2002-2003 scores
  - Similar annual drop out rate
  - Similar gender distribution
  - Similar racial/ethnic distribution
  - Similar urban/rural community type classification (small isolated, large town, suburban, or urban)

### **Things to Remember**

- The primary contact designated on the Consortium Registration form is the only one who will receive a copy of the Report(s) of Results. The primary contact is responsible for providing copies to all of the schools in the consortium
- Schools joined in a consortium will NOT receive their own building Report(s) of Results, even if they have more than 15 students participate in a grade.
- Schools joined in a consortium are joined for ALL grades in the buildings
- The name on the report may be the only identifier on the report as to which schools are in the consortium so create a meaningful title
- 15 valid surveys are required per grade in the consortium to receive a consortium Report of Results